



Tennessee Department of Environment and Conservation
Meeman-Shelby Forest Park Manager 2
Division of Tennessee State Parks, Bureau of Parks and Conservation
Annual Salary Range: \$41,976-\$67,176

About the Tennessee Department of Environment and Conservation (TDEC)

The department is responsible for:

- Safeguarding the health and safety of Tennessee citizens from environmental hazards
- Protecting and improving the quality of Tennessee's land, air, and water
- Managing Tennessee State Parks system and 82 State Natural Areas

TDEC has 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal sources, and the state general fund. The department is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, water supply, and groundwater pollution. TDEC has eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

Summary & Distinguishing Features

The Meeman-Shelby Forest State Park Manager is an Executive Service position and part of the Department's Park and Conservation Management team. The Meeman-Shelby Forest Manager reports to the West TN Park Area Manager. The office of the Park Manager is located at the park: 910 Riddick Road, Millington, TN 38053. The most important duty of this position is to ensure that the mission of Tennessee State Parks is achieved and implemented at Meeman-Shelby Forest State Park, while working within the established policies and procedures that direct the operation of the Tennessee State Parks system.

Duties and Responsibilities

Meeman-Shelby Forest Manager's primary responsibilities include:

- Administration of an annual operating budget of 1.2 million dollars and projected revenues in excess of \$200,000.
- Oversight of 13,476 acres that contains two lakes, hiking/horseback trails and other natural resources. This includes management of cabin, campground, swimming pool, nature center, picnic pavilions, disc golf course and boat rental operations.

- Establish performance measures for operations and programs that allow for effective measures of accountability, and provide for evaluation of quality and feasibility of operations and programs.
- Formulate long-range and strategic plans for the state park business unit.
- Hire, develop, evaluate and manage efforts of approximately 30 park staff to support the mission of Tennessee State Parks.
- Participate in the implementation and coordination of policies and methods for park operations. Study, review and enforce state policy and guidelines at the park level. Make recommendations/decisions on services to enhance economy and to improve the quality of operations and guest services.
- Oversee community outreach programs by partnering with local businesses and area officials to promote and engage the local community to the park.
- Assisting the park with interpretive programming goals, marketing and promotional activities, special event coordination and facilities/maintenance management.

Candidates should also be able to demonstrate success in the following areas:

- Proven strategic leadership skills – able to influence and motivate others to achieve quality results in an effective and efficient manner.
- Demonstrate a results-oriented and problem-solving mentality with a strategic focus.
- Committed to outstanding customer service.
- Competent leading high performance teams. Able to influence and motivate others to achieve goals of the park. Experienced as a coach and mentor for a team with diverse levels of expertise.
- Effective interpersonal skills with people at all levels within an organization, the public, state and local officials and with external stakeholders.

Qualifications

Qualified candidates should possess a Bachelor's degree in Natural Resource – Based Management (Natural Resources, Forestry, Wildlife Biology, etc.), Parks and Recreation Management, or related field and have 5+ years' natural resource and /or parks and recreation management experience.

Additional Desired Qualifications

It is desired that the candidate be a state commissioned officer recognized by the Tennessee Law Enforcement Training Academy, or is willing to become commissioned. Other desired qualifications include continued education and certifications in natural Resource Management, Parks and Recreation Management and Leadership Development.

All interested candidates should submit a resume and cover letter to Beth Smith, TDEC Director of Talent Management. The position will remain posted until it is filled. Questions can be addressed to Beth Smith at (615) 253-5907 or Beth.B.Smith@tn.gov.

Beth Smith, Director of Talent Management

Tennessee Department of Environment and Conservation

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TDEC is an AA/EEO/ADA employer.